

Utah Department of Health, Bureau of Child Care Licensing  
**Home Child Care Pre-License & Certificate Inspection Checklist D**

Provider Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Licensing Specialist(s): \_\_\_\_\_

☐ License    ☐ Residential Certificate

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_\_ am / pm

End Time: \_\_\_\_\_ am / pm

INDOOR INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>Daily Schedule &amp; Activity Plan</b>	
A1. (Ask.) What will be your activity plan for the children? 90-20(1); 50-20(1)	
A2. (Observe.) Where are the materials necessary to carry out the activities? 90-20(2); 50-20(2)	
<b>Posted Items</b>	
A3. (Observe or ask.) Is the Department's child care guide placed where parents can see it or will you give one to every parent? 90-13(1); 50-13(1)	
A4. (Ask.) Where will you post your current week's menu? 90-15(1)(d); 50-15(1)(b)	
A5. <b>LICENSED ONLY.</b> (Ask.) Will you be on the Food Program? If not, what menu will you use? 90-15(1)(b)	
A6. (Observe.) Are emergency numbers and the home's address posted near the telephone? When 90-10(1); 50-10(1)	
<b>General Indoor Environment</b>	
A7. (Observe and ask.) Is there a working telephone in the home? If your telephone number changes, will you notify (within 48 hours) the parents of each child in care and the Department of the change? 90-8(7); 50-8(7)	
A8. (Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint indoors? If yes, was the home built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? 90-4(1); 50-4(1)	
A9. (Observe.) Is the home ventilated by mechanical ventilation (a heating system), or windows that are open and have screens? 90-4(4); 50-4(4)	
A10. (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit? 90-4(5); 50-4(5)	
A11. (Observe.) Is there adequate light for the safety of children and the type of activity? 90-4(6); 50-4(6)	
A12. (Measure.) Is there at least 35 square feet of indoor play space for the requested capacity, including the applicant's related children ages four through twelve who will be in the home during child care hours? 90-4(7); 50-4(7) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Room Name</span> <span>Room Measurements</span> <span>Total Room Square Footage</span> <span># of Children Allowed for Room's Square Footage</span> </div>	

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A13. (Observe.) Does the home appear clean and sanitary, except for normal daily messes? 90-5(1); 50-5(1)	
A14. (Observe.) Is there evidence of insects, rodents, or other vermin in the home? 90-5(2); 50-5(2)	
A15. (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment in good repair? 90-5(3), 90-12(1); 50-5(3), 50-12(1)	
A16. (Observe.) Are there first aid supplies in the home including at least antiseptic, band-aids, and tweezers? 90-10(3);50-10(3)	
<b>Safety Hazards – to be assessed in all areas of the home accessible to children.</b>	
A17. (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)? 90-12(2); 50-12(2)	
A18. (Observe.) Is the home free of unstable heavy equipment a child could pull down on himself or herself? 90-12(3); 50-12(3)	
Are the following items inaccessible to children (locked for firearms and other weapons)?	
A19. (Observe and ask.) Do you have any firearms or other weapons on your property? If yes, please show me where they are kept. 90-12(4)(a); 50-12(4)(a)	
A20. (Observe.) Tobacco, open containers of alcohol, illegal substances, and sexually explicit material? 90-12(4)(b); 50-12(4)(b)	
A21. (Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and are used when children are in care? 90-12(4)(c); 50-12(4)(c)	
A22. (Observe.) Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid containing antifreeze; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, and rubbing alcohol.) 90-12(4)(d); 50-12(4)(d)	
A23. (Observe.) Poisonous plants? 90-12(4)(e); 50-12(4)(e)	
A24. (Observe.) Matches or cigarette lighters? 90-12(4)(f); 50-12(4)(f)	
A25. (Observe.) Open flames? 90-12(4)(g); 50-12(4)(g)	
A26. (Observe.) Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes, and running fans if children's fingers could fit through the guard. Also, tacks or pins on the floor or visible within 36" of the floor.) 90-12(4)(h); 50-12(4)(h)	
A27. (Observe.) For age 4 and under, ropes and cords long enough to encircle a child's neck? 90-12(4)(i); 50-12(4)(i)	
A28. (Observe.) For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 90- 2(4)(j); 50-12(4)(j)	
A29. (Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4") visible on the floor, or anywhere within 36" up from the floor, if there are children under age 3 in care? 90-12(4)(k); 50-12(4)(k)	
A30. (Observe.) Medications? 90-17(3); 50-17(3)	
A31. (Observe.) Are toxic and hazardous chemicals stored in a labeled container? 90-12(5); 50-12(5)	
A32. (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors covered? 90-12(6); 50-12(6)	

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<b>Infection Control</b>	
<b>A33.</b> (Ask.) How will you ensure that children and providers wash their hands with soap and running water at the following required times? 90-16(1)(a)-(h) for providers, 90-16(2)(a)-(e) for children. 50-16(1)(a)-(h) for providers, 50-16(2)(a)-(e) for children <ul style="list-style-type: none"> <li>Before and after food preparation</li> <li>Before and after serving meals and snacks</li> <li>After toileting and diapering</li> <li>After contact with body fluids</li> <li>After handling animals</li> <li>When coming in from outdoors</li> <li>Before administering medication</li> </ul>	
<b>A34.</b> (Observe.) Are washable toys visibly dirty? (Ask.) Will you ensure that all washable toys and materials are cleaned and sanitized after each 5 days of use or more often if needed? 90-16(8); 50-16(7)	
<b>A35.</b> (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are any of these items visibly dirty? 90-16(9); 50-16(8)	
<b>A36.</b> (Ask.) Will you use water play tables or tubs? If so, will you wash and sanitize them daily and will each child wash his or her hands prior to engaging in the activity? 90-16(10); 50-16(9)	
<b>A37.</b> (Ask.) Will you change each child's clothing promptly if the child has a toileting accident? 90-16(15); 50-16(14)	
<b>A38.</b> (Ask.) If a child's clothing becomes wet or soiled from any body fluid, will you ensure the clothing is washed and dried or the clothing is placed in a leakproof container that is labeled with the child's name and returned to the parent? 90-16(10); 50-16(15)	
<b>A39.</b> (Ask.) Will you use potty chairs? If so, will you clean and sanitize them after each use? 90-16(17); 50-16(17)	
<b>A40.</b> (Ask.) Will your procedures for cleaning up blood, urine, feces, vomit, and breast milk include the following precautions? 90-16(18); 50-16(17) <ul style="list-style-type: none"> <li>The person cleaning up the substance will wear waterproof gloves</li> <li>The surface will be cleaned using a detergent solution</li> <li>The surface will be rinsed with clean water</li> <li>The surface will be sanitized</li> <li>If disposable materials such as paper towels or other absorbent materials are used to clean up the body fluid, they will be disposed of in a leakproof plastic bag</li> <li>If non-disposable materials, such as a cleaning cloth, mop, or re-usable rubber gloves are used to clean up the body fluid, they will be washed and sanitized before reuse</li> <li>The person cleaning up the fluid will wash his or her hands after cleaning up the body fluid</li> </ul>	
<b>A41.</b> (Ask.) Will you separate any child with an infectious disease from other children in care in a safe, supervised location? 90-16(19); 50-16(18)	
<b>A42.</b> (Ask.) If any child becomes ill after arrival, will you inform the parent as soon as the illness is observed or suspected? 90-16(20); 50-16(19)	
<b>A43.</b> (Ask.) On the day it is discovered, will you inform the parents of every child in care when any person in the home or any child in care has an infectious disease or parasite? 90-16(21); 50-16(20)	
<b>A44.</b> (Ask.) Will you allow personal hygiene items such as toothbrushes and/or hair accessories? If yes, will you sanitize them between each use and store them so they do not touch each other? 90-16(7); 50-16(6)	
<b>Kitchen/Meals &amp; Snacks</b>	
<b>A45.</b> (Observe and ask.) Do high chairs have T-safety straps or devices, and will they be used whenever a child is in the chair? 90-12(8); 50-12(8)	
<b>A46.</b> (Ask.) Will children be offered a meal or snack at least once every three hours? 90-15(2); 50-15(2)	

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A47. (Ask.) Will each infant and toddler be allowed to eat on their own schedule? 90-24(13); 50-24(13)	
A48. (Ask.) Will children's food be served on dishes, napkins, or sanitary high chair trays? 90-15(3); 50-15(3)	
A49. (Ask.) Will food and drink brought in for an individual child's use be labeled with the child's name and refrigerated if needed? 90-15(4); 50-15(4)	
A50. (Ask. If yes, observe.) Do you have any refrigerated medications? (If no, ask) How will you store refrigerated medications? 90-17(3); 50-17(3)	
A51. (Ask.) Will you ever prop infant's bottles? 90-24(1); 50-24(1)	
A52. (Ask.) Will you clean and sanitize high chair trays prior to each use? 90-24(2); 50-24(2)	
A53. (Ask.) Will you cut solid foods for infants into pieces no larger than 1/4" in diameter and solid foods for toddlers into pieces no larger than 1/2" in diameter? 90-24(3); 50-24(3)	
When there is more than one infant or toddler:	
A54. (Ask.) Will you ensure baby food, formula, and breast milk that is brought from home is labeled with the child's name or have another unique identifier? 90-24(4); 50-24(4)	
A55. (Ask.) Will you ensure pacifiers and bottles are labeled with the child's name or have another unique identifier? 90-24(8)(a); 50-24(8)(1)	
A56. (Ask.) Will you ensure pacifiers and bottles are sanitized after each individual use and before use by another child? 90-24(8)(b); 50-24(8)(b)	
When baby food, formula, or breast milk is brought from home:	
A57. (Ask.) Will you ensure it is refrigerated if needed? 90-24(5)(a); 50-24(5)(a)	
A58. (Ask.) Will you ensure it is discarded within 24 hours of preparation or opening? 90-24(5)(b); 50-24(5)(b)	
A59. (Ask.) Will you ensure formula, milk, and breast milk is discarded after each feeding or within 2 hours of initiating a feeding? 90-24(6); 50-24(6)	
A60. (Ask.) Will you ensure heated bottles are shaken and tested for temperature before children are fed? 90-24(7); 50-24(7)	
<b>Medications</b> ( Medications do not include diaper cream, sunscreen, baby powder, teething gel, or baby lotion.)	
A61. (Ask.) Will someone trained in the administration of medications administer medications to children in care? 90-17(1); 50-17(1)	
A62. (Ask.) Will all over-the-counter and prescription medications be: <ul style="list-style-type: none"> <li>• labeled with the child's name if brought in by a parent (if not purchased by the provider for all children)</li> <li>• kept in the original or pharmacy container</li> <li>• have the original label</li> <li>• have child-safety caps? 90-17(2)(a)-(d); 50-17(2)(a)-(d)</li> </ul>	
A63. (Ask.) Will you keep over-the-counter medication that is not brought in by a parent for his or her child's use? If so, will you ensure the medication is not administered to any child without written parental consent? 90-17(5); 50-10(5)	
A64. (Ask.) Will the person administering medication do the following? 90-17(6); 50-17(6) <ul style="list-style-type: none"> <li>• wash his or her hands</li> <li>• if the parent supplies the medication, check the medication label to confirm the child's name</li> <li>• if the parent supplies the medication, compare the instructions on the parent release form with the directions on the prescription label or product package to ensure a child is not given a dosage larger than the recommended by the health care provider or the manufacturer</li> <li>• if you supply the medication, check the product package to ensure a child is not given a dosage larger than that recommended by the manufacturer</li> <li>• administer the medication</li> </ul>	
A65. (Ask.) Will you ensure you do not keep medications in your home for any child who is no longer enrolled in care? 90-17(8); 50-17(8)	

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<b>Bathrooms</b>	
A66. (Observe.) Is there a working toilet and handwashing sink accessible to non-diapered children? 90-4(2); 50-4(2)	
A67. (Observe) Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)? 90-4(3); 50-4(3)	
A68. (Observe.) Is hot water accessible to children at or below 120 degrees? 90-12(7); 50-12(7)	
A69. (Observe.) Is soap available for children to wash their hands? 90-16(2)(a)-(e); 50-16(2)(a)-(e)	
A70. <b>LICENSED ONLY.</b> (Observe.) Are single use towels or individually labeled cloth towels available? 90-16(4)	
A71. (Observe.) Is toilet paper accessible to children, and kept on a dispenser? 90-16(5); 50-16(4)	
<b>Napping</b>	
A72. (Observe.) Where will children rest or sleep? 90-18(1); 50-18(1)	
A73. (Ask.) Will scheduled nap times exceed two hours daily? 90-18(2); 50-18(2)	
A74. <b>LICENSED ONLY.</b> (Observe.) Is sleeping equipment in good repair? 90-18(3)(a)	
A75. <b>LICENSED ONLY.</b> (Ask.) Will sleeping equipment, sleeping bags, pillows, sheets and blankets be clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, will they be cleaned and sanitized prior to each use? 90-18(3)(b)-(c)	
A76. <b>LICENSED ONLY.</b> (Ask.) Will pillows be clearly assigned to one child and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, will they be cleaned and sanitized prior to each use? 90-18(4)	
A77. (Ask.) Will sleeping equipment ever be placed where it blocks an exit? 90-18(5); 50-18(3)	
A78. (Ask.) Will sleeping infants in care be monitored in one of these ways: 90-11(1)(b); 50-11(1)(b) <ul style="list-style-type: none"> <li>• with a Department approved sleep monitoring device</li> <li>• by placing sleeping infants within sight and hearing of a provider</li> <li>• by checking on sleeping infants at least once every 15 minutes?</li> </ul>	
A79. (Observe.) Will infants in care sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? 90-24(10); 50-24(10)	
A80. (Observe.) Do all cribs that will be used by children in care have tight fitting mattresses? 90-24(11)(a); 50-24(11)(a)	
A81. (Observe.) Do all cribs that will be used by children in care have slats spaced no more than 2-3/8 inches apart? 90-24(11)(b); 50-24(11)(b)	
A82. (Observe.) Do all cribs that will be used by children in care have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child who will be using the crib cannot sit up without assistance? 90-24(11)(c); 50-24(11)(c)	
A83. (Observe.) Do any cribs that will be used by children in care have strings, cords, ropes, or other entanglement hazards strung across crib rails? 90-24(11)(d); 50-24(11)(d)	
A84. (Ask.) Will infants in care always be placed on their backs for sleeping? 90-24(12); 50-24(12)	
A85. (Ask.) Will each infant and toddler in care be allowed to follow his or her own pattern of sleeping? 90-24(13); 50-24(13)	
<b>Animals</b> (N/A if no animals are ever allowed on the premises.)	
A86. (Ask.) Will children in care ever be allowed to handle reptiles or amphibians? 90-22(6); 50-22(6)	
A87. (Observe and ask.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children? 90-22(2)(a); 50-22(2)(a)	
A88. (Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior? 90-22(3); 50-22(3)	

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A89. (Observe and ask.) Are animals and animal equipment ever in food preparation or eating areas during food preparation or eating times? 90-22(5); 50-22(5)	
A90. Who will clean the animals and their equipment? (Children may not do this.) 90-22(4); 50-22(4)	
<b>Diapering</b>	
A91. (Ask.) Will children be diapered in food preparation or eating areas? 90-23(1); 50-23(1)	
A92. (Ask.) Will children be diapered directly on the floor, or on any surface that is used for another purpose? 90-23(2); 50-23(2)	
A93. (Ask.) Will children's diapers be changed promptly whenever wet or soiled, and checked at least once every two hours? 90-23(9); 50-23(9)	
A94. (Ask.) Will the diapering surface be cleaned and sanitized after each diaper change or will a non-permeable disposable diapering surface that is thrown away after each diaper change be used? 90-23(4); 50-23(4)	
A95. (Ask.) Will providers' hands be washed after each diaper change? 90-23(5); 50-23(5)	
A96. (Ask.) Will soiled diapers be placed in a container with a plastic lining and a tight fitting lid or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children? 90-23(6); 50-23(6)	
A97. (Ask.) Will you place wet and soiled diapers into an indoor diaper container? If so, how often will the container be cleaned and sanitized? (Must be daily.) 90-23(7); 50-23(7)	
A98. (Ask.) Will you use cloth diapers? If so, will they be rinsed at the home? 90-23(8)(a); 50-23(8)(a)	
<b>If there will be infants and toddlers in care</b>	
A99. (Observe.) Are there any infant walkers with wheels? 90-24(14); 50-24(14)	
A100. (Observe and ask.) Will infants and toddlers have access to objects made of styrofoam? 90-24(15); 50-24(15)	
A101. (Ask.) Will you respond as promptly as possible to infants and toddlers who are in emotional distress? 90-24(16); 50-24(16)	
A102. (Ask.) Will all awake infants and toddlers receive positive physical and verbal interaction with a provider at least once every 20 minutes? 90-24(17); 50-24(17)	
A103. (Ask.) Will any awake infant or toddler be confined for more than 30 minutes in one piece of equipment? 90-24(18); 50-24(18)	
A104. (Ask.) Will mobile infants and toddlers have freedom of movement in a safe area? 90-24(19); 50-24(19)	
A105. (Observe.) Are safe toys accessible to infants and toddlers to stimulate their healthy development, and are there enough toys for each infant and toddler to be engaged in play with toys? 90-24(20); 50-24(20)	
A106. (Ask.) Will all toys used by infants and toddlers be cleaned and sanitized at least weekly and after being put in a child's mouth and after being contaminated by any body fluid? 90-24(21); 50-24(21)	

OUTDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>General Outdoor Environment</b>		
B1. (Observe.) Is there an outdoor play area and is it safely accessible to children? 90-6(1); 50-6(1)		
B2. (Observe or measure.) Is there at least 40 square feet of space for the requested capacity? 90-6(2); 50-6(2)		
Area	Area Measurements	Total AreaSquare Footage
		# of Children Allowed for area's Square Footage
B3. (Observe.) Is there a 4' fence or wall, or a solid natural barrier at least 4' high? 90-6(3)-(4); 50-6(3)-(4) A 4' fence or natural barrier is required around the outdoor play area if: <ul style="list-style-type: none"> <li>the home is located on or within half a mile of a street with a speed limit higher than 25 miles per hour</li> <li>the home is located on or within half a mile of a street with more than two lanes of traffic</li> </ul> A 4' fence or natural barrier is required to separate the following hazards from children: <ul style="list-style-type: none"> <li>livestock on the property or within 50 yards of the property line</li> <li>water hazards, such as a swimming pool, pond, ditch, lake, reservoir, river, stream, creek, or animal watering trough, on the property or within 50 yards of the property</li> <li>dangerous machinery, such as farm equipment, on the property or within 50 yards of the property</li> <li>a drop-off of more than five feet on the property of within 50 yards of the property line</li> <li>barbed wire within 30 feet of the children's play area</li> </ul>		
B4. (Observe or measure.) Are there any gaps greater than 5" x 5" in the fence or barrier or between the fence and the ground? 90-6(10); 50-6(10)		
B5. (Observe, ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint outdoors? If yes, was the home built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? 90-4(1); 50-4(1)		
B6. (Observe.) Are poisonous plants inaccessible to children outdoors (including on garage shelves 36" high or lower, if the garage is accessible to children)? 90-12(4)(e); 50-12(4)(e)		
B7. (Observe.) Is the outdoor play area free of dangerous insects (for example: beehives, wasps, yellow jacket or hornet nests, and red ant hills), rodents, and other vermin? 90-5(2); 50-5(2)		
B8. (Ask.) How will you ensure the outdoor area is free of trash and animal excrement when in use by children? 90-6(6); 50-(6)(6)		
B9. (Ask if not observed.) Does the outdoor play area have a shaded area to protect children from excessive sun and heat? 90-6(12); 50-6(12)		
B10. (Ask.) Will drinking water be available to children who are outside whenever the outside temperature is 75 degrees or higher? 90-6(13); 50-6(13)		
<b>Outdoor Safety Hazards</b>		
B11. (Observe, and ask about what will happen in bad weather.) Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards? 90-5(4); 50-5(4)		
B12. (Observe.) Is the outdoor play equipment maintained to protect children's safety? For example: no equipment in danger of failing due to missing, broken, or worn out components, insecure or missing hardware, or rusted metal; no splintery wood; equipment is stable; cushioning is free of animal excrement. 90-6(20); 50-6(19)		

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<p><b>B13.</b> (Observe.) Is the outdoor play area free of harmful plants, objects, or substances, and standing water (including garage shelves or cupboards without safety devices 36" high or lower, if the garage is accessible to children)? 90-6(5); 50-6(5)</p> <p><u>Harmful objects include:</u></p> <ul style="list-style-type: none"> <li>• Raised decks or balconies 5' or higher, or open basement stairwells, without a protective barrier that has no gaps &gt; 5 inches. (R430-50/90-6(4)(d), R435-50/90-6(10))</li> <li>• Window wells more than 24 inches deep without a cover.</li> <li>• Unstable unanchored heavy equipment a child could climb on and/or pull down on themselves.</li> <li>• Rotting garbage not in a container with a lid.</li> <li>• Asbestos or exposed fiberglass insulation.</li> <li>• Refrigerators or freezers a child could accidentally get shut inside of.</li> <li>• Welding torches.</li> </ul> <ul style="list-style-type: none"> <li>• Motor vehicles up on blocks.</li> <li>• Exposed live electrical wire.</li> <li>• Dead animals.</li> <li>• Filled milk or slop buckets.</li> <li>• Unattended running vehicles or farm equipment.</li> <li>• Standing ladders.</li> <li>• Unstably stacked wood piles or bales of hay or straw.</li> </ul> <p><u>Harmful plants include:</u></p> <ul style="list-style-type: none"> <li>• Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.</li> </ul> <p><u>Standing water</u> does not include temporary puddles due to rainfall or sprinklers.</p>	
<p>Are the following items inaccessible to children when outdoors (including on garage shelves 36" high or lower, if the garage is accessible to children)?</p>	
<p><b>B14.</b> (Observe.) Tobacco, open containers of alcohol, illegal substances, and sexually explicit material? 90-12(4)(b); 50-12(4)(b)</p>	
<p><b>B15.</b> (Observe.) Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze (and windshield wiper fluid containing antifreeze); gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; pool/hot tub chemicals, nail polish remover; and rubbing alcohol.) 90-12(4)(d); 50-12(4)(d) These must each be stored in a container labeled with the content. 90-12(5); 50-12(5)</p>	
<p><b>B16.</b> (Observe.) Matches or cigarette lighters? 90-12(4)(f); 50-12(4)(f)</p>	
<p><b>B17.</b> (Observe.) Open flames? 90-12(4)(g); 50-12(4)(g)</p>	
<p><b>B18.</b> (Observe.) Sharp objects, which could cut or puncture skin? (Sharp knives; sharp tools, both motorized and hand tools; machines or farm equipment that has an exposed sharp edge, blade, or a point that could puncture skin when the equipment is not in use; boards with exposed nail or screw ends sticking out; broken glass; and broken toys that have sharp or pointed edges.) 90-12(4)(h); 50-12(4)(h)</p>	
<p><b>B19.</b> (Observe.) For age 4 and under, ropes, cords, and wires long enough to encircle a child's neck (not including jump ropes or ropes attached to swings)? This includes hanging ropes or chains not attached to a swing. 90-12(4)(i); 50-12(4)(i)</p>	
<p><b>B20.</b> (Observe.) For age 4 and under, loose plastic bags large enough for a child's head to fit inside (including empty garden, lawn, and leaf bags), latex gloves, and balloons? 90-12(4)(j); 50-12(4)(j)</p>	
<p><b>B21.</b> (Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4") visible on the ground, or anywhere within 36" up from the ground, if there are children under age 3 in care? 90-12(4)(k); 50-12(4)(k)</p>	
<p><b>B22.</b> (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors outdoors and in the garage covered? 90-12(6); 50-12(6)</p>	
<p><b>Outdoor Play Equipment</b></p>	
<p><b>B23.</b> (Observe.) Is outdoor stationary play equipment that will be used by any child in care located over grass or 6 inches of protective cushioning? 90-6(15); 50-6(15)</p>	
<p><b>B24. LICENSED ONLY.</b> (Observe.) Does outdoor stationary play equipment that will be used by any child in care have a 3 foot use zone that is filled with grass or 6 inches of protective cushioning? 90-6(15)</p>	
<p><b>B25.</b> (Observe.) If sand, gravel, or shredded tires are used as protective cushioning, is the material compacted? 90-6(15)(a); 50-6(15)</p>	

OUTDOOR INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
(Observe all.)	
<b>LICENSED ONLY.</b> Do any of the following hazards exist on or within the use zone of any piece of stationary play equipment?	
<b>RESIDENTIAL CERTIFICATE.</b> Do any of the following hazards exist on any piece of stationary play equipment?	
B26. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33" 90-6(16); 50-6(16)	
B27. (Observe.) Protrusion or strangulation hazards? (Except underneath equipment on a surface more than 48" high) 90-6(17); 50-6(17)	
B28. (Observe.) Crush, shearing, or sharp edge hazards? 90-6(18); 50-6(18)	
B29. <b>LICENSED ONLY.</b> (Observe.) Tripping hazards? 90-6(19)	
<b>Wading &amp; Swimming Pools</b>	
B30. (Ask.) Will there always be a caregiver at the pool supervising children whenever there is water in the pool (for wading pools), or whenever any child in care has access to the pool (for swimming pools)? 90-6(7)(a), (8)(a); 50-6(7)(a), (8)(a)	
B31. (Ask.) Will diapered children always wear swim diapers and rubber pants while in the pool? 90-6(7)(b), (8)(a); 50-6(7)(b), (8)(b)	
B32. (Ask.) Will wading pools be emptied and sanitized after each use by a separate group of children? 90-6(7)(c); 50-6(7)(c)	
B33. (Ask.) Will you obtain parental permission before children use pools? 90-6(7)(d); 50-6(7)(d), 90-6(8)(g); 50-6(8)(g)	
If there is a swimming pool on the premises that is not emptied after each use:	
B34. (Observe and ask.) Is the pool enclosed in a fence or other solid barrier at least 4' high, kept locked whenever the pool is not in use, or covered by a properly working ASTM approved power safety cover? 90-6(8)(c); 50-6(8)(c)	
B35. (Observe.) Does the pool appear to be maintained in a safe manner? 90-6(8)(d); 50-6(8)(d)	
B36. (Ask.) If the pool is over 6 feet deep and when it is in use, will there be a Red Cross or equivalent certified lifeguard on duty? 90-6(8)(f); 50-6(8)(f)	
<b>Hot Tubs</b>	
B37. (Observe and ask.) If there is a hot tub on the premises that is accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked? 90-6(9); 50-6(9)	
<b>Trampolines</b>	
If there is a trampoline accessible to children, are the following conditions met:	
B38. (Ask.) Will a provider always be at the trampoline supervising its use whenever any child in care is on the trampoline? 90-6(14)(a); 50-6(14)(a)	
B39. (Ask.) Will only one person at a time use the trampoline? 90-6(14)(b); 50-6(14)(b)	
B40. (Ask.) Will children in care be allowed to do flips or somersaults on the trampoline? 90-6(14)(c); 50-6(14)(c)	
B41. (Observe.) Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame? 90-6(14)(d); 50-6(14)(d)	
B42. (Observe.) Is the trampoline at least 6 feet away from any structure, playground equipment, trees, and fences? 90-6(14)(e); 50-6(14)(e)	
B43. (Observe.) Are there any ladders near the trampoline that children could use to access the trampoline? 90-6(14)(f); 50-6(14)(f)	
B44. (Ask.) Will children be allowed to play under the trampoline when it is in use? 90-6(14)(g); 50-6(14)(g)	
B45. (Observe and ask.) Is the trampoline placed over grass or 6 inches of protective cushioning, in a 6 foot use zone? 90-6(14)(i); 50-6(14)(i)	
<b>Transportation</b>	
If the applicant will transport children, does every vehicle used for transporting children meet the following:	
B46. (Observe.) Is the vehicle enclosed (has a roof)? 90-21(1)(a); 50-21(1)(a)	
B47. (Observe.) Is the vehicle equipped with individual, size appropriate seat belts or car seats, properly installed and in working order, for each child who is transported? 90-21(1)(b); 50-21(1)(b)	

OUTDOOR INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
B48. (Observe.) Does the vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate.) Is the vehicle maintained in a safe condition (No broken windows, no sharp edges or points where children sit.)? 90-21(1)(c); 50-21(1)(c)	
B49. (Ask.) How will you ensure the temperature in vehicles is between 60-90 degrees when children are being transported? 90-21(1)(e);50-21(1)(e)	
Will the person who transports the children:	
B50. (Ask.) Have and carry with them a current valid Utah driver's license? 90-21(3)(a); 50-21(2)(a)	
B51. (Ask.) Take with them the admission forms (or a copy) for each child they will be transporting? 90-21(3)(b); 50-21(2)(b)	
B52. (Ask.) Ensure children are always restrained with seat belts or in car seats when being transported? 90-21(3)(c); 50-21(2)(c)	
B53. (Ask.) Ensure children are never left unattended in the vehicle? 90-21(3)(d); 50-21(2)(d)	
B54. (Ask.) Ensure children always remain seated while the vehicle is in motion? 90-21(3)(e); 50-21(2)(e)	
B55. (Ask.) Ensure the keys are never left in the ignition when the driver is not in the driver's seat? 90-21(3)(f); 50-21(2)(f)	
B56. (Ask.) Ensure the vehicle is always locked during transport? 90-21(3)(g); 50-21(2)(g)	
B57. <b>LICENSED ONLY.</b> (Ask.) Will at least one adult in each vehicle transporting children have current first aid and CPR certification? 90-21(2)	

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS	✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>Personnel &amp; Administration</b>	
C1. Are you and all substitutes and all caregivers at least 18 years of age? 90-7(1); 50-7(1)	
C2. <b>LICENSED ONLY.</b> Are all assistant caregivers at least 16 years of age, and will they always work under the immediate supervision of a caregiver who is at least 18 years old? 90-7(2)	
C3. <b>LICENSED ONLY.</b> Will assistant caregivers ever be left at the home alone with the children? 90-7(3)	
C4. How will you ensure children are supervised when they are indoors? 90-11(1)(a); 50-11(1)(a)	
C5. How will you ensure children are supervised when they are outside? 90-11(2); 50-11(2)	
C6. How many hours each week will you be present at the home while child care is being provided? 90-8(6); 50-8(6)	
C7. Are you aware of any providers or anyone age 12 or older living in the home having been arrested, charged, or convicted of a felony or misdemeanor, or having been investigated with a supported finding of abuse or neglect by the Department of Human Services? 6-4(9):09; 6-6(4):09	
C8. Will parents have access to those areas of the home and outdoor area that are used for child care any time that their child is in care? 90-13(2); 50-13(2)	
C9. Will you ensure information in any child's file is not released without written parental permission? 90-9(5); 50-9(5)	
C10. <b>LICENSED.</b> Will each child be signed in and out by either the parent or provider, including date, time, and signature or initials? 90-13(3) <b>RESIDENTIAL CERTIFICATE.</b> Will a daily attendance record be maintained? 50-13(3)	
C11. What identification will you require if an unknown person picks a child up? 90-13(4); 50-13(4)	
C12. How will you ensure tobacco, alcohol, illegal substances, and sexually explicit materials are not used on the premises or in vehicles used to transport children, while children are in care? 90-14(3); 50-14(3)	
C13. What will you do, and train staff to do, if you suspect a child has been abused or neglected? 90-8(11)(a), 90-14(2); 50-8(9)(a), 50-14(2)	
C14. How will you discipline children who misbehave? 90-8(11)(a); 90-19(4)(a)-(f); 50-8(9)(a); 50-19(4)(a)-(f)	
<b>Accidents, Injuries, Incidents</b>	
C15. <b>LICENSED ONLY.</b> How and when will you notify parents of children's minor accidents and injuries? 90-13(6); 50-13(5)	
C16. What will you do in the case of a life threatening injury to a child? 90-13(7); 50-13(6)	
C17. What will you do if a child is injured and the injury appears serious but not life threatening? 90-13(8); 50-13(7)	
C18. Will you notify the Department within 24 hours and send a written report within 5 days if there is ever a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? 90-8(8); 50-8(8)	
<b>Emergencies &amp; Disasters</b>	
<b>RESIDENTIAL CERTIFICATE ONLY.</b> (A written Emergency & Disaster Plan is required for Licensed Family providers.)	
Please explain your emergency plan for the following:	
C19. Procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider. 50-10(4)(a)	
C20. Procedures for responding to fire, earthquake, flood, power failure, and water failure. 50-10(4)(b)	
C21. The location of and procedure for emergency shut off of gas, electricity, and water. 50-10(4)(c)	
C22. Procedures to be followed if a child is missing. 50-10(4)(d)	
C23. The name and phone number of a substitute to be called in the event you must leave the home for any reason. 50-10(4)(e)	
C24. An emergency relocation site where children will be housed if your home is uninhabitable. 50-10(4)(f)	

<b>LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS</b>	<b>✓ = Compliance O = Noncompliance N/A = Not Applicable</b>
<b>C25.</b> How often will you conduct fire drills? 90-10(8); 50-10(6)	
<b>C26.</b> How often will you conduct disaster drills? 90-10(10); 50-10(8)	
<b>C27.</b> Will you vary the days and times on which fire and other disaster drills are held? 90-10(12); 50-(10)(12)	
<b>C28.</b> How will you ensure your emergency and disaster plan is followed in the event of an emergency? 90-10(5); 50-10(5)	
<b>C29. LICENSED ONLY.</b> Will you update your emergency and disaster plan at least annually and note the date on the plan? 90-10(6)	
<b>C30. LICENSED ONLY.</b> Will you ensure your emergency and disaster plan is available for immediate review by parents and the Department? 90-10(7)	
<b>Polices and Procedures</b>	
<b>C31. LICENSED ONLY.</b> How will you ensure your written policies and procedures are available for review during business hours by parents and the Department? 90-8(10)	
<b>Off-Site Activities</b>	
<b>C32.</b> Will you get parental permission before taking children on off-site activities? 90-20(3)(a); 50-20(3)(a)	
<b>C33.</b> Will you accompany the children and take a copy of each child's admission form? 90-20(3)(b); 50-20(3)(b)	
<b>C34.</b> Will you maintain required provider to child ratios and direct supervision during the activity? 90-20(3); 50-20(3)	
<b>C35.</b> Will at least one provider present have current approved first aid and CPR certification? 90-20(3)(d); 50-20(3)(d)	
<b>C36.</b> Will you ensure each provider, volunteer, and child has a way to wash his or her hands? 90-20(3)(e); 50-20-(3)(e)	
<b>C37.</b> Will you have off-site swimming activities? If yes, will you remain with the children and not count lifeguards and pool personnel in the provider to child ratio? 90-20(4); 50-20(4)	
<b>Staff Supervision and Training</b>	
<b>C38.</b> How will you train and supervise staff and/or substitutes to ensure children are not subjected to emotional, physical, or sexual abuse while in care? 90-8(11)(c); 50-8(9)(c)	
<b>C39.</b> How will you train staff and/or substitutes in proper discipline methods and how will you ensure they comply with this training? 90-8(11)(a); 50-8(9)(a)	

<b>RECORDS INSPECTION ITEMS</b>	<b>✓ = Compliance O = Noncompliance N/A = Not Applicable</b>
<b>Written Policies/Emergency and Disaster Plan</b>	
<b>D1. LICENSED ONLY.</b> (Review.) Has the applicant submitted a copy of their written policies and procedures and their emergency and disaster play for review, and have they been approved? 90-8(9), 90-10(4)	
<b>Personnel Records</b>	
<b>D2.</b> (Ask.) Will the applicant maintain on-site all approved initial CBS/MIS forms and renewal CBS/MIS forms and Disclosure statements? 90-9(1); 50-9(1)	
<b>D3.</b> (Review.) Does the applicant have documentation of first aid and CPR certification for himself/herself and all substitutes who will work an average of 10 hours a week or more? 90-9(3)(d) and 90-(10)(2); 50-9(3)(d) and 50-10(2)	
<b>D4.</b> (Review.) Does the applicant have documentation of the results of an initial TB screening and any accompanying paperwork for himself/herself, all caregivers, and substitutes all ready hired who will work an average of 10 hours a week or more? 90-9(3)(a) and 90-16(11)-(12), (14); 50-9(3)(a) and 50-16(10)-(11),(13)	

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<p><b>D5.</b> (Review.) Does the applicant have a form to document orientation training that includes at least the following information: 90-7(8); 50-7(5)</p> <ul style="list-style-type: none"> <li>• Specific job responsibilities</li> <li>• <b>LICENSED ONLY.</b> Written policies and procedures</li> <li>• Emergency and disaster plan</li> <li>• Current licensing/RC rules found in Sections 11 through 24</li> <li>• Introduction and orientation to children in care</li> <li>• Review of information in the health assessment for each child in care</li> <li>• Procedure for releasing children to authorized individuals only</li> <li>• Proper clean up of body fluids</li> <li>• Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</li> <li>• Obtaining assistance in emergencies</li> <li>• If there will be infants or toddlers in care: <ul style="list-style-type: none"> <li>• Preventing shaken baby syndrome and coping with crying babies</li> <li>• Preventing sudden infant death syndrome</li> </ul> </li> </ul>	
<p><b>D6.</b> (Review.) Does the applicant have a form to document annual training for himself/herself and all caregivers and substitutes who will care for children an average of 10 hours per week or more and does that form contain a place to record the name of the training organization, the date, the training topic, and the total hours or minutes of the training? Does the form also contain a place to record training in the following topics: 90-7(9); 50-7(6)</p> <ul style="list-style-type: none"> <li>• A review of all current child care licensing/RC rules found in Sections 11 through 24</li> <li>• <b>LICENSED ONLY.</b> A review of written policies and procedures and emergency and disaster plan, including any updates</li> <li>• Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</li> <li>• Principles of child growth and development, including development of the brain</li> <li>• Positive guidance</li> <li>• If there will be infants and toddlers in care: <ul style="list-style-type: none"> <li>• Preventing shaken baby syndrome and coping with crying babies</li> <li>• Preventing sudden infant death syndrome</li> </ul> </li> </ul>	
<p><b>D7. LICENSED ONLY.</b> (Review.) Does the applicant have documentation of current first aid and CPR training for adults who will transport children in care? 90-21(2)</p>	
<p><b>D8.</b> (Review.) Does the applicant have documentation of a current valid Utah Driver's license for adults who will transport children in care? 90-21(3)(a); 50-21(2)(a)</p>	
<p><b>D9.</b> (Review.) If using a pool over 6 feet deep, does the applicant have documentation of Red Cross lifeguard certification? 90-6(8)(f); 50-6(8)(f)</p>	
<p><b>Children's Records</b></p>	
<p><b>D10.</b> (Ask.) Will the applicant have current immunization records or documentation of a legally valid exemption for each enrolled child? 90-9(2); 50-9(2)</p>	

RECORDS INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>D11. (Review.)</b> Does the applicant's child's admission form contain a place to record the following information? 90-9(2) and 90-14(6); 50-9(2)(a) and 50-14(6) <ul style="list-style-type: none"> <li>• Child's name; child's date of birth; date of enrollment</li> <li>• Parent's name, address, and phone number</li> <li>• Names of people authorized to pick up the child</li> <li>• Name, address, and phone number of an emergency contact person</li> <li>• Child health information (including allergies, food sensitivities, acute and chronic medical conditions, instructions for special or non-routine daily health care, current medications, and any other special health instructions for the provider)</li> <li>• Current and signed emergency medical treatment and transportation releases</li> </ul>	
<b>D12. (Ask.)</b> Will the applicant ensure that parents review, update, and sign or initial the child's health information at least annually? 90-14(7); 50-145(7)	
<b>D13. (Review.)</b> If offering transportation services, does the applicant have a form or a place on a form for parental permission? 90-9(2)(c); 50-9(2)(c)	
<b>D14. (Review.)</b> If allowing use of a trampoline, does the applicant have the Department approved permission form? 90- 6(14)(h); 50-6(14)(h)	
<b>D15. (Review.)</b> If allowing children to participate in supervised out-of-home activities, does the applicant have a form or a place on a form to obtain parental permission for those activities? 90-11(3); 50-11(3)	
<b>D16. LICENSED ONLY. (Review.)</b> Does the applicant have a form to document incident, accident, and injury reports? 90-9(2)(e)	
<b>D17. LICENCED ONLY. (Ask.)</b> Will the applicant keep a six week record of incident, accident, and injury reports 90-9(2)(e)	
<b>Medication Permission/Administration Form</b>	
<b>D18. (Review.)</b> Does the applicant's medication permission form contain a place to record the following information? 90-17(4)(a)-(c); 50-17(4)(a)-(c) <ul style="list-style-type: none"> <li>• Instructions to be completed by the parent</li> <li>• The name of the medication</li> <li>• Written instructions for administration including the dosage, method of administration, times and dates to be administered</li> <li>• The disease or condition being treated</li> <li>• The parent's signature and the date signed</li> </ul>	
<b>D19. (Review.)</b> Does the applicant's medication administration form contain a place to record the following information? 90-17(6)(f); 50-17(6)(f) <ul style="list-style-type: none"> <li>• The date, time, and dosage of the medication given</li> <li>• The signature or initials of the person who administered the medication</li> <li>• Any errors in the administration or adverse reactions</li> </ul>	
<b>D20. (Ask.)</b> Will the applicant keep on-site at least a six week record of medication permission forms and a six week record of medications actually administered? 90-9(2); 50-9(2)	
<b>General Records</b>	
<b>D21. (Review.)</b> Does the fire drill log have a place to record the following information: 90-10(9)(a)-(d); 50-10(7)(a)-(d) <ul style="list-style-type: none"> <li>• The date and time of the drill</li> <li>• The number of children participating</li> <li>• The name of the person supervising the drill</li> <li>• The total time to complete the evacuation</li> <li>• Any problems encountered</li> </ul>	

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<b>D22.</b> (Review.) Does the disaster drill log have a place to record the following information: 90-11(a)-(e); 50-10(9)(a)-(e) <ul style="list-style-type: none"> <li>• The type of disaster</li> <li>• The date and time of the drill</li> <li>• The number of children participating</li> <li>• The name of the person supervising the drill</li> <li>• Any problems encountered</li> </ul>	
<b>D23.</b> (Review.) Does the applicant have current animal vaccination records? 90-9(1)(b) and 90-22(2)(b); 50-9(1)(b) and 50-22(2)(b)	
<b>D24.</b> (Review.) Does the applicant have forms to document children's attendance and will keep them for at least 6 weeks? 90-13(3); 50-13(3)	
<b>D25. LICENSED ONLY.</b> (Ask.) If not participating in the Food Program, will the applicant keep a one week record of food served? 90-15(1)	